



California Department of Corrections and Rehabilitation
Division of Adult Institutions

DUTY STATEMENT	
Classification: Library Technical Assistant (Safety)	Position Number: 444-232-1318-XXX
Division/Office/Section: CDCR/Ironwood State Prison/Central Operations	
Location: Education	Supervisory Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Collective Bargaining Identifier (CBID): R04	Revised February 2022

POSITION DESCRIPTION

Under the supervision of the Supervisor of Correctional Education Program (SCEP) or Educational Administrator designee, and functional lead of the Senior Librarian (CF) or Librarian (CF) when applicable, the Library Technical Assistant (LTA) (Safety) will perform the following duties in accordance with the State Personnel Board classification specification within the Institution's Legal or General Library collections. These duties may be performed in a library that is staffed by a Senior Librarian or Librarian, or the LTA may facilitate inmate access to libraries by performing these duties in a satellite library without continuous active supervision from an education administrator, a Senior Librarian or Librarian. The LTA will perform all duties in accordance with Departmental regulations and policies that have been established for library operations. If circumstances arise that are not covered by existing regulations or policy the LTA will seek direction from the appropriate supervisor.

ESSENTIAL FUNCTIONS

- 30% Provide direct supervision of inmate clerks and inmates utilizing their assigned library in order to provide the inmates with their required access and to maintain institutional safety and security. Train and monitor inmate clerks in the tasks associated with book circulation, catalog classification, copy cataloging, upkeep, maintenance and inventory of library material and legal records, which includes but is not limited to, delivering books and materials to the inmates in various housing units.
- 20% Maintain accurate records of inmate library use and access which includes but is not limited to, records of legal materials requested and or delivered to an inmate, and records of time periods inmates are given to access the legal material and to conduct legal research.
- 20% Pull text, photocopy requested information and deliver case law requested by inmates in order to fulfill the mandated requirements of inmate access to the courts when an inmate is physically unable to access the material. Identify and pull requested source material based on the complete information provided by the inmate, or return the inmate's request if there is not sufficient information to identify the requested material.
- 20% Provide training, instruction and evaluation to inmate clerks and inmates on basic library resources and procedures. This may include but is not limited to how to find case law, how to utilize the library cataloguing system, how to utilize reference material and how to check out and return library materials.



California Department of Corrections and Rehabilitation
Division of Adult Institutions

- 5% Provide recommendations and documentation of facts and events to staff responding to Inmate appeals based on the LTA involvement with the event in question as needed. Provide recommendations to supervisors on how to improve the overall effectiveness of the library system when requested.
- 5% Other duties as assigned to include but not limited to attending training and or staff meetings.

In addition to the above duties the LTA (Safety) must possess and demonstrate the following:

SPECIAL PERSONAL REQUIREMENTS

All incumbents must exhibit orderliness, tact, and neatness, and demonstrate an interest in library work and in assuming increasing responsibility. Incumbents must be willing to work with the resident population of a State correctional facility.

SPECIAL PHYSICAL CHARACTERISTICS

Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, inmates/wards, or the public. Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or protection of personal and real property.

I have read and understand the contents and expectations of the Duty Statement for the Library Technical Assistant (Safety) classification. I have asked my supervisor to clarify all areas that I was uncertain with either the meaning or requirement. As a condition of my employment in this classification I agree to fulfill the above functions.

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

Employee's Name

Employee's Signature

Date

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

Supervisor's Name

Supervisor's Signature

Date